



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

August 24, 2015

Closing Date: August 28, 2015

(Position will close after five working days from date of listing or until filled.

Application review will begin on August 31, 2015).

Title: PROGRAM FISCAL MANAGER

Position Number: 2208-2930

Grade: C122

Fiscal Services and Support

DUTIES:

This position will be responsible for providing detailed, hands-on technical assistance to public school districts that are financially distressed or unstable in compliance with state and federal laws and regulations, financial analysis, budgeting, financial reporting and financial accountability. In collaboration with district staff, this position will recommend procedural changes to improve financial accountability and reporting and to develop and provide training to school districts that addresses specific areas of concern. This position will also monitor and review the following school district information: pertinent documentation, staffing requirements and needs, financial reports, budgets and expenditures; assist unit coordinator with implementation of screening procedures for the identification of fiscal distress districts; review, interpret and determine the impact of current state laws and state board rules on districts in fiscal distress; develop procedures for the fiscal services and support unit; research information related to fiscal accountability and reporting; assist in developing Arkansas Public School Computer Network coding structure for financial accountability and reporting; and perform other related duties as required.

SPECIAL REQUIREMENTS:

Preferred applicant seeking this position will require knowledge of principles and practices of accounting; state and federal laws; regulations and guidelines applicable to education finance and accountability; principles and practices of organization management and grants administration; must have the ability to analyze programs and recommend implementation methods or modifications; coordinate activities with other sections, agencies, services and organizations; interpret and apply federal and state guidelines and regulations; plan, prepare and present oral and written reports to varied audiences, design financial reports; interpret and apply laws, rules and policies governing public expenditures; manage multiple projects and direct the work of others; analyze financial data, project outcomes and recommend future action; compile and analyze detailed records and prepare financial and narrative reports; in depth knowledge of APSCN and Cognos programs is required; an advanced knowledge of Microsoft Excel is also pertinent for the functionality of this position.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, business administration, or a related area; plus three years of experience in program organization and administration, including one year in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.